



### **Frequently Asked Questions**

The process of requesting and submitting requests for Community Project Funding can be confusing. Here are some of the most frequently asked questions about the process. Please check this section for answers to many of your questions before following up with my staff.

#### **What is Community Project Funding?**

Community Project Funding is generally defined as spending provisions in federal legislation that:

- Are requested on behalf of constituents or constituent organizations by a Member of Congress or Senator;
  - Provides, authorizes, or recommends a specific amount of discretionary budget authority, credit authority, or specific funding amount to a specific entity for a specific purpose; and,
  - The purpose of the project must meet the objective of a federal program under existing law.
- Community Project Funding is typically requested for projects with a clear purpose and goal above and beyond normal operating activities, for which private, non-federal funding is not available or sufficient. Community Project Funding will typically only serve as a partial contribution to the total cost of a project.

#### **Is there a deadline for submitting a request?**

Yes. The deadline to submit a Community Project Funding request for our office is 6:00 p.m. on Friday, March 15.

#### **What if I miss a deadline? Are any exceptions made if the bill hasn't been passed?**

Congressional offices review numerous requests in a short amount of time. As a result, deadlines are strictly enforced. Once my office submits our requests to the full committee, I am unable to change or add requests. That is why it's important to submit your request before the deadline.

#### **Are Community Project Funding requests publicly disclosed?**

Yes. All requests for Community Project Funding submitted by the Member to the committee for consideration must be publicly listed on that Member's website, including the name and address of the requestor, the amount requested, and the justification for use of taxpayer funds.

#### **Are there limitations on what Community Project Funding can be used for?**

Yes. Federal Programs have very specific restrictions on how federal funds can be used. It is recommended that you closely examine this guide for references to eligible uses or limitations

on use. Generally, funding cannot be used for debt service, recurring or routine expenses, reimbursement of costs, or projects that cannot demonstrate value to the community.

**Can I request funding for “bricks and mortar”?**

In general, no. One of the most common requests for funding is for building construction or renovation. Most appropriations accounts specifically prohibit this kind of project given the high demand.

There are some exceptions to this rule, including the Economic Development Initiative under the Department of Housing and Urban Development, and certain projects under the Military Construction Subcommittee, etc.

**Should I submit my request to both my U.S. Representative and U.S. Senators?**

Yes. It is strongly recommended that you submit your request to all of your federal representatives.

**How much should I request?**

It depends on the account from which you are requesting funds. You should not request more funds than you need or that can be realistically spent in the Fiscal Year for which you receive the funds. While you should request the amount that can be expended in the upcoming Fiscal Year that you need, please remember that projects are rarely funded fully due to budgetary restraints. Receipt of funds from Community Project Funding in one Fiscal Year is not a guarantee for Community Project Funding in future Fiscal Years.

**What if I do not know the appropriate Account or Agency for my project request?**

This guide has been prepared to outline information on available accounts. Requestors should use this guide to identify the appropriate account to identify one that meets the needs of your project or organization. Please contact my office if you need additional information.

**If my project is funded, will I receive the full amount I request?**

There is no guarantee that an approved Community Project Funding request will be funded at the requested level. It is very likely that you will only receive a portion of your request, if funded at all. This is mostly due to budgetary restraints. Please keep this in mind when requesting support for your project.

**Do I need letters of support?**

Yes. The more community support for a project, the better. As listed above, letters of support from local, municipal, and state elected officials and stakeholders, as well as editorials and articles in local newspapers on the importance and necessity of the project are all important.

**I submitted a request. Will it be approved? When will I know?**

The FY 2024 Community Project Funding process is extremely targeted and this process is also very competitive. While my team will look at all requests, it is strongly recommended you explore other grant and funding sources as well.

Many subcommittee deadlines are in late March. In order for my team and I to properly examine all requests, my office's deadline is March 15<sup>th</sup> at 6 p.m.

The House Appropriations bills are typically considered in the late spring, with the Senate considering bills in late spring and over the summer. The House and Senate have to convene a "conference committee" to work out the differences in each of those bills.

The Committee requires all members to publicly disclose and post their final requests to the Appropriations Committee once the requests are made. Please remember, even if your project is supported in the House and/or Senate Appropriations bills, the funding level is subject to change until the final bill is signed into law.

This process can be long, but my team and I will be sure to keep all projects apprised of their status.

**If my Community Project Funding request is granted, what is the process for getting the assistance and how quickly will I receive it?**

In general, recipients of Community Project Funding will be contacted by the appropriate agency or office that oversees the account from which your project received funding. This cannot happen until the appropriations bill in which your project was listed is signed into law. The timing varies between departments and agencies – some may start the process within several weeks, others may take several months after the bill's enactment into law.

In most cases, you will have to complete and submit a grant application outlining the project's goals, cost estimates and other requirements. You will work with a program or contract officer to complete these steps; they may have questions or additional requirements that could affect the timing of the obligations or outlay of funding to your organization.

The process of accessing funding and the time it takes to complete the necessary steps, surprises many recipients who expect the money to be provided immediately. Please be sure to take this into account when submitting a request.

**Can I depend on receiving Community Project Funding for the same project more than once?**

Generally, no. Most successful requests are one-time infusions of funding, generally used to launch a project or partially contribute towards the total cost of a project.

Given the limitations on the appropriations process for Community Project Funding, there is no guarantee that Congress will support a project for more than one year. However, you should discuss the needs of your project with your Congressional sponsor(s) if you believe that federal support will be needed beyond a single fiscal year.